



POSITION DESCRIPTION

Division/Department:	Service
Location:	218 Agler Road
Job Title:	Laborer
Reports to:	Foreman

Type of position:	Hours: 28 / week
<input type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Non exempt
<input type="checkbox"/> Intern <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	
<input type="checkbox"/> Volunteer <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	

GENERAL DESCRIPTION

Provide manual labor for construction repair and maintenance of Township services and facilities. Responsible for the safe and efficient operation of maintenance equipment.

ESSENTIAL FUNCTIONS

- Regular and predictable attendance
- Maintain roadways
- Conduct preventative vehicle maintenance
- Maintain and repair Township facilities including cemeteries, Township Hall, all other Township buildings, parking lots, etc.
- Assist with Township cleanup including mowing, weed eating, trash removal, etc.
- Operate various types of light and heavy motorized and construction equipment
- Perform other duties as assigned

KNOWLEDGE

- Road maintenance, repairs, and construction techniques including an understanding of procedures, materials, and equipment
- Roadway drainage issues
- Safety standards and hazard preventions
- Safe operation of equipment and the provisions of the Ohio Motor Vehicle Code relating to the operation of motorized equipment

- Township Personnel Policy Manual

SKILLS

- Safe and effective use of hand and power tools
- Safe and effective use of motorized equipment and heavy vehicles

ABILITIES

- Follow oral and written instructions
- Read, write, and perform basic mathematics
- Perform strenuous work outdoors under adverse weather conditions
- Work overtime, weekends, and evenings as determined by weather and emergency situations
- Maintain a valid Ohio Driver's License and insurability under the Township's vehicle insurance policy
- Attend specialized training as required
- Establish and maintain effective working relationships with others

PHYSICAL REQUIREMENTS

- Exposure to all types of weather conditions and uncomfortable situations
- Potential exposure to hazardous chemicals and/or materials
- Significant amount of physical effort and strength (frequent lifting of 50-100 pounds)
- Frequent prolonged pushing, pulling, stooping, lifting, crouching, bending, standing, etc.
- Hearing and vision that meets medical standards

MINIMUM QUALIFICATIONS

- High School Diploma or GED; and
- One year of related experience; or
- Any combination of experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the job
- Valid Ohio Driver's License

This job description is intended to provide some illustrative examples of the duties and essential functions of this position, but should not be interpreted to describe all of the work or essential functions which may be required of employees holding this position.

REVIEWED BY	Becky Kadel	Title	HR Director
APPROVED BY	Mifflin Township Board of Trustees	Title	
DATE POSTED	September 17, 2013		
DATE HIRED			
PRINT NAME			
SIGNATURE			

